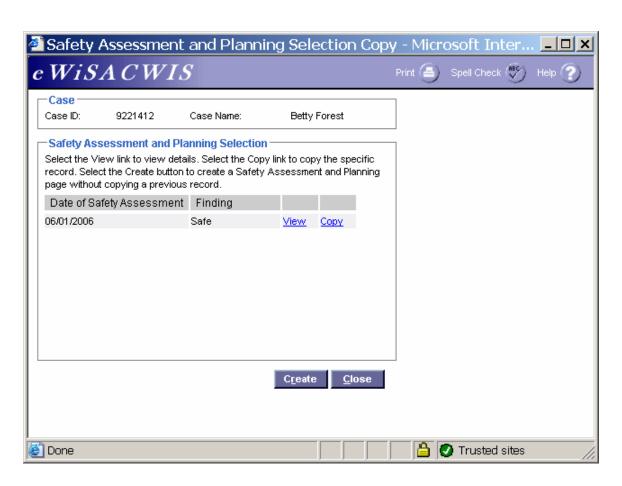
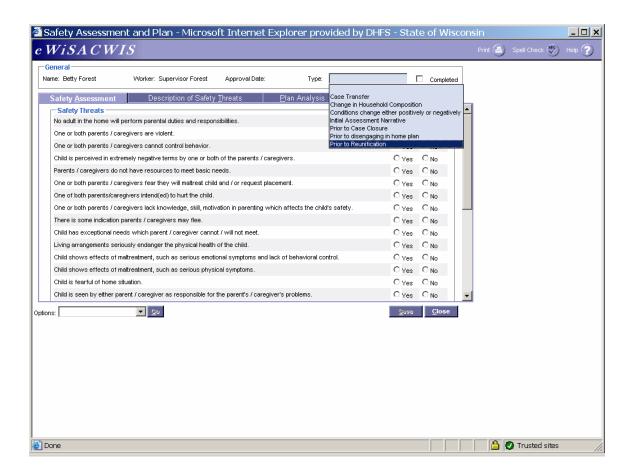
Safety Assessment and Planning

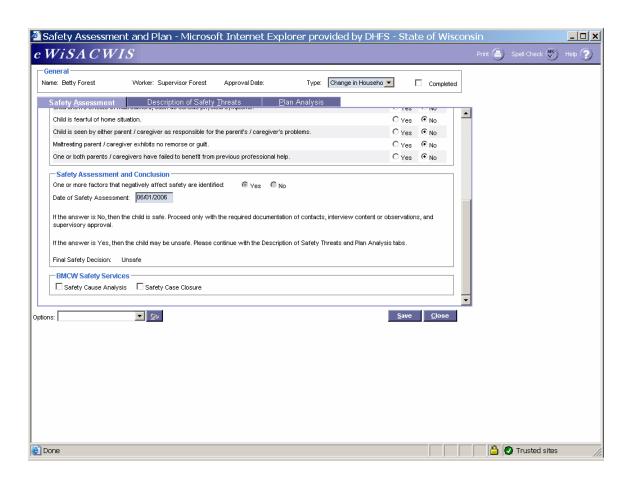
- 1. The stand alone Safety Assessment and Planning can be accessed through Create>Casework>Safety Assessment>Safety Assessment and Planning>case.
- 2. The Safety Assessment and Planning Selection Copy pop-up page appears. Any Safety Assessments and Plans created after July 17, 2006 will be accessible for copy over.
- 3. The View hyperlink will allow the user to view the selected Safety Assessment and Plan and the Copy hyperlink will allow the user to copy the selected Safety Assessment and Plan to a new Safety Assessment and Plan.
- 4. Create will allow the user to create a new Safety Assessment and Plan without copy over.
 - *For the purpose of this guide, a new Safety Assessment and Plan will be created.



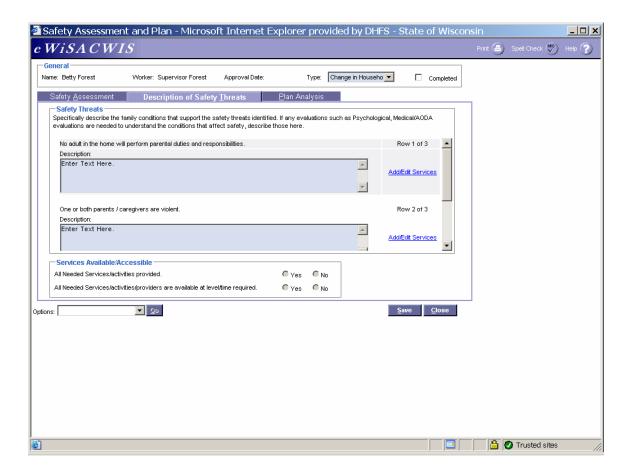
- 5. The General Group Box contains the Case Name, Worker who created the plan, the Approval Date, the Type of Safety Assessment and Plan being created and the Completed checkbox.
 - * The Completed checkbox must be checked prior to final approval.



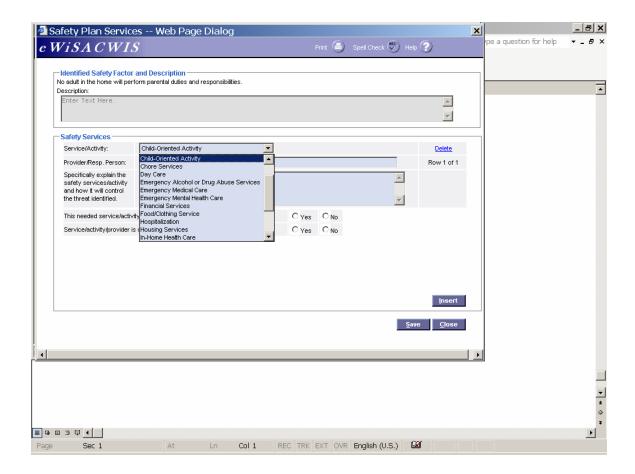
- 6. The Safety Assessment has 17 Safety Threats. The Yes and No responses default to blank. Each Threat must be answered.
- 7. The Safety Assessment and Conclusion group box identifies if one or more Safety Threats have been identified in the Safety Threats group box. The Final Safety Decision is based on the Safety Threats that were answered yes.
- 8. The BMCW Safety Services group box is for use by the Bureau of Milwaukee Child Welfare.



- 9. The Description of Safety Threats tab identifies all Safety Threats that were answered Yes. A narrative box becomes required to specifically describe the nature of the Safety Threat.
- 10. Next to the description of Safety Threats is an Add/Edit Services hyperlink. Select the hyperlink to Add/Edit services for the Safety Threat identified.

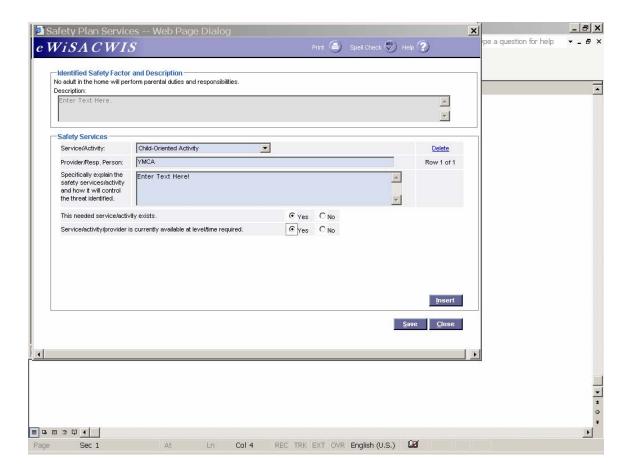


11. The Safety Plan Services Page will open. If the page is blank select the Insert button to add services. Select from the drop down menu the type of Service/Activity to be used in the Safety Services group box. The delete hyperlink will delete the associated row.

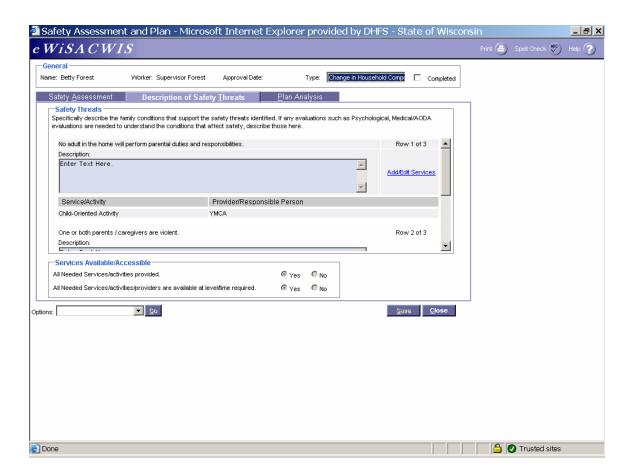


12. Enter the applicable provider/responsible person for this service and complete the narrative with details as to what the provider will do to control the safety threats.

Finally, answer the two questions related to the service and provider. If additional services are need to control for safety, select insert again. Once completed Save and Close.

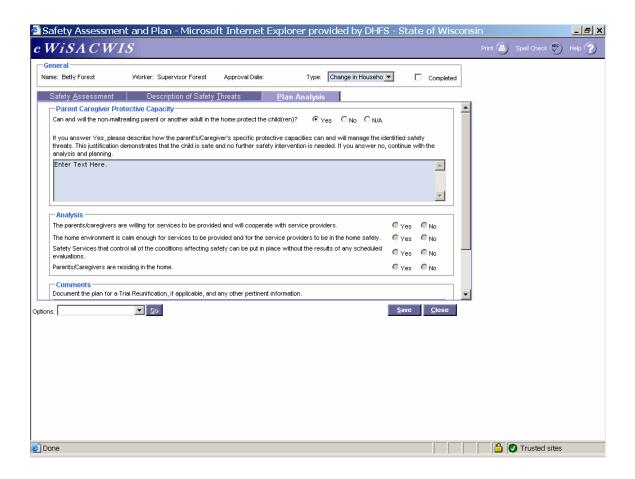


13. The Services Available and Accessible group box is view only. This pre-fills from the Add/Edit Services hyperlink (Safety Plan Services).

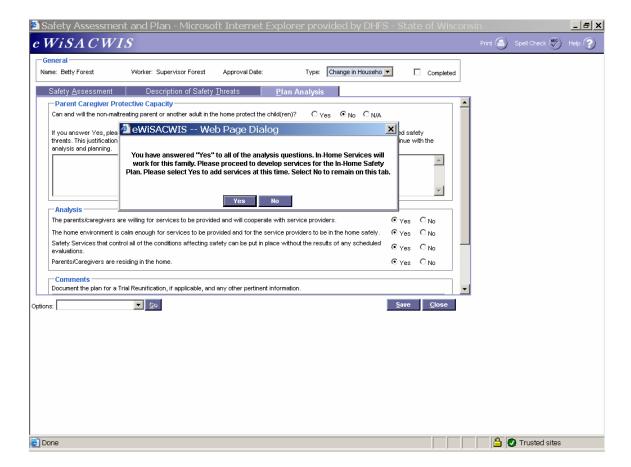


14. If the non-maltreating parent or another adult in the home will protect the child(ren) select yes and the narrative box will become mandatory. Once completed, return to the Safety Assessment tab, under Options and send for Approval.

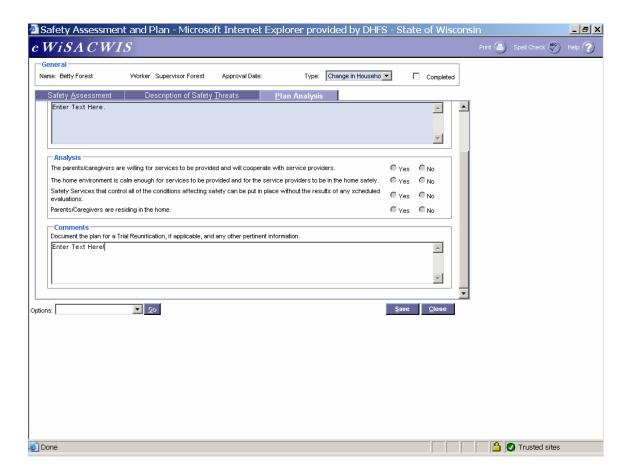
If there is no adult to protect the child(ren) go to the next screen shot.



15. If the non maltreating parent or another adult will not protect the child and you have answered yes to the Analysis questions, a pop up page will appear stating that In Home Safety Services will work.



16. Finally enter comments if there is a Plan for a Trial Reunification.



17. Return to the Safety Assessment tab to print out the Safety Assessment and/or Safety Analysis and Plan. Make sure the Completed Box is checked prior to final approval.

